

Office Memorandum • UNITED STATES GOVERNMENT

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TO :

FROM :

SUBJECT: Weekly Report 2 - 10 July 1952

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DATE: 10 July 1952

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1. This week classes at [] were discontinued for two days (Monday and Tuesday) in order to begin our cycle on Wednesday from hereon.

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2. In an effort to determine all areas where any orientation to the Agency was being done, I (a) procured from [] an outline of what she gives, (b) read the galley proofs of the new employee handbook about to be put out, and (c) interviewed [] and [] in Employee Relations about a new orientation program they were writing. As a result of (c), [] called a meeting on Wednesday to discuss possible approaches to the problem, and at the

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On the basis of comments and suggestions there, [] is going to draft a copy of the proposed orientation and forward it to []

3. I have gathered as many facts and figures as possible which might indicate trends for the next three months. I hope soon to determine upon a new emphasis for the clerical induction program, minimizing the two-week block and giving more time and effort to providing tailor-made briefings of clerical training to those being released to the offices.

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25 YEAR RE-REVIEW

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